

# MEETING MINUTES

**Meeting Description** Arizona State Wildfire Qualifications Review Committee

**Date** 12/05/2006

**Time** 1000

**Location** Phx Community Center, Deer Valley

Scheduled Time			Actual Time		
Start	Stop	Hours	Start	Stop	Hours
1000	1500	5	1000	1500	5
Committee Members:					
1	Scott Hunt – ASLD				
2	Kevin Boness – ASLD				
3	Brian Lauber – ASLD				
4	Judy Wood – ASLD				
5	Ron Melcher – ASLD				
6	Dave Behrens – ASLD				
7	Bob Arthur – Globe Fire Dept.				
8	Jim Pond – Highlands Fire Dept.				
9	Mark South – Tubac Fire Dept.				
10	Darrell Miller (not in attendance)				
11	Duane Steinbrink – Prescott Fire Dept.				
12	Jayson Coil – Sedona Fire Dept.				
13	Cliff Pearlberg – ASLD				
14	Dave Behrens – ASLD				
	DISCUSSION ITEMS				
1	<b><u>Introductions:</u></b> Chris Jessop with Show Low Fire Department attended as a guest as well as Glenn Joki. Dispatch Center Manager for AIFC.				√
2	Previous Meeting Minutes reviewed and approved.				√
3	<b><u>Flagstaff Fire Dept – special review session:</u></b> A special review session was held with Paul Summerfelt, Wildland Training Coordinator for Flagstaff Fire Dept. to go over documentation previously submitted to the Committee for review, as follows:  <u>Bob Orrill:</u> In March, 2005, a STEN taskbook was reviewed with approval declined due to lack of adequate training assignments. Mr. Orrill was instructed by this Committee to take additional assignments (see file). The taskbook in question was again submitted for the October 2006 review. The stipulations set forth by this Committee in 2005 had not been met. Approval was declined with instruction to Mr. Orrill to take at least one additional assignment (see file for detail).  <u>Mark Shiery:</u> In May 2006, a newly initiated taskbook for STEN/TFLD was approved for Mr. Shiery. During the season of 2006, Mr. Shiery had worked on several assignments as TFLD, and subsequently was recommended for certification. Mr. Shiery did not however receive any training assignments for STEN. The Committee approved taskbook completion for the position of TFLD, but Mr. Shiery has been instructed to complete the taskbook for STEN (if it is his choice to pursue the STEN position).				√

4	<b><u>State Overhead Resources – Trainees:</u></b> A discussion was had regarding getting trainees out on assignments during fire season. Judy will compile a list of trainees for AIFC dispatch to consult for the 2007 fire season and subsequent fire seasons.	√
5	<b><u>Revisions to the State “Minimum Experience Guidelines”:</u></b> Due to the changes in NWCG 310-1, it has become apparent that the State’s Guidelines must also be revised, to reflect these changes (example: Structure Protection Specialist). Guidelines will also be added for CRWB and DIVS. Scott Hunt will draft the revision and additions for Committee approval at the next meeting.	√
6	<b><u>NIMS Training Requirements:</u></b> It is now a requirement for Federal employees to complete IS-700 and IS-800. Although it is not yet a requirement of the State, Judy will send notice to all Red Card recipients that it is strongly suggested that this online training be taken as it may become a requirement in the near future.	√
7	<b><u>Training Files Reviewed:</u></b> NORDYKE, Greg: Approved for LOFR (t). HARWOOD, Doug: Approved for ENGB / CRWB and ICT4. MOSER, Corey: Approved for ENGB ** Must submit S-131 Certificate prior to issuance of Red Card. SACHARA, Mark: Approved for ENGB ** S-230/231 Certificate was mailed. BALLARD, Jack: Approved for ENGB and ICT4 once completed taskbooks are received. COLLINS, Bryan: Approved for ENGB / CRWB qualified and ICT4 trainee. GARCIA, Sam: Approved for MEDL trainee – must submit taskbook Initiation Page and EMT Certification. HANER, Jim: Table for next review – additional fire experience records needed and must also take S-200 before starting ICT4 training. LASSEN, Brian: Approved for ENGB qualified and ICT4 trainee. Needs to take additional assignments as CRWB trainee prior to certification. MEYER, Robert: Table – need an ENGB taskbook (re-create utilizing documented experience). Once received, then file can be evaluated for STEN (t). MYERS, Kenny: Table for next review – Committee would like to see additional fire experience records (from the beginning – summary). PRANGE, Ross: Approved for STEN (t) – need to update his fire experience from the letter he sent. Also need a STEN taskbook Initiation Page. ** Need fire experience records for MEDL assignments if he is to maintain that qualification – no experience documented. SANDERSON, Sam: Approved for FIRB (t) (RXI2) and ENGB (t) – must be qualified as ENGB prior to starting ICT4. SHEARER, Dan: Approved for STEN (t) – Jim Pond will initiate a new taskbook and send a copy. WEST, Allan: Due to extenuating circumstances – the Committee would like to receive a letter verifying fire department sponsorship prior to any further review (Reserve Firefighter).	√

8	<p><b><u>ENGB/CRWB Group – Records Needed:</u></b> Judy distributed a working copy of a spreadsheet, identifying those individuals known to be at the ENGB / CRWB / ICT4 level. Approximately 80% of the individuals have not sent any records, or have sent incomplete records. Judy will draft and send a letter to each individual identified, requesting letters. Deadline to receive requested documentation: January 15, 2007 (this allows ample time to process the records prior to the next meeting). If the requested records are not received by March 1, 2007, these individuals will be temporarily suspended from ROSS until such a time that complete records have been submitted. This will also be stated in the letter. <b><u>Only one letter will be sent.</u></b></p>	√
9	<p><b><u>New State Red Card:</u></b> As per the last meeting, Judy drafted and distributed a copy of the new State Red Card, with a space for Fitness Test Date, Refresher Date and a signature line. This is to be completed by either the Training Officer or Fire Chief of the Department where the individual works. Also included was a disclaimer that the card is "INVALID" unless the Fitness Test and Refresher are signed and dated. It will be the Red Card recipient's responsibility to ensure that this has been filled out. A notice explaining this section will be included with the 2007 Red Cards.</p> <p>See example below.</p>	√
10	<p><b><u>Committee Membership:</u></b> As per the Qualification Review Committee Guidelines, Committee Membership (Fire Department Representatives) is limited to 2 years. The Committee unanimously voted to retain the current representatives through the ENGB / CRWB review process. The Tucson District Office will actively seek a replacement for Darrell Miller with another representative from Southeast Arizona.</p>	√
11	<p><b><u>D.O.I. and F.S. Membership:</u></b> It had been suggested that the Qualifications Review Committee invite (1) representative from both the Department of Interior and from the Forest Service, to join the Committee. This Committee has always had an "open door" policy - allowing anyone wishing to attend a Qualifications Review Meeting to do so – but agreed that the number of "guests" should be kept to a minimum due to limited seating. The Committee unanimously agreed not to add any voting members at this time. One key member from each Agency (DOI and FS) will be invited to the next meeting.</p>	√
12	<p><b><u>Next Meeting:</u></b> February 21 &amp; 22, 2007, beginning at 10:00 AM. Location – City of Phoenix Community Center located at the SWC of 35<sup>th</sup> Avenue &amp; Pinnacle Peak Rd., Phoenix.</p>	√

**EXAMPLE – NEW AZ STATE INCIDENT QUALIFICATION CARD**

DOE, John				123-45-6789	
AZ	AZ-AZS-DVO	Smokey Bear FD		M	06
<p>Qualifications:</p> <p>FBAN</p> <p>LOFR</p> <p>THSP (NON NWCG - STATE ONLY)</p> <p><b>FITNESS TEST DATE:</b> _____</p> <p><b>REFRESHER DATE:</b> _____</p> <p><b>Signature:</b> _____</p> <p><b>Title:</b> _____</p>					
<p>Training Needs:</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"><p>Pursuant to the General Provisions to the State Foresters Cooperative Agreement Form FM 104A, Section 14, the Chief and/or Training Officer of the Cooperative Department ensures that the personnel listed above meet NWCG's requirements for fitness and training.</p><p><b>INVALID UNLESS SIGNED AND DATED ABOVE</b></p></div>					
Mr. Officer			Fire Management Officer		